

## OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING  
DIRECTOR: AURELIO W. DE LA TORRE

	2002-03				
	Operating Exp/ <u>Appropriation</u>	<u>Revenue</u>	Revenue Over <u>(Under) Exp</u>	<u>Local Cost</u>	<u>Staffing</u>
Purchasing	1,140,594	5,000		1,135,594	19.1
Mail/Courier Services	7,608,480	7,900,000	291,520		35.0
Printing Services	2,666,312	2,800,000	133,688		18.0
Central Stores	8,451,223	9,115,000	663,777	-	15.0
TOTAL	19,866,609	19,820,000	1,088,985	1,135,594	87.1

### BUDGET UNIT: PURCHASING (AAA PUR)

#### I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of County surplus property.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Estimated</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	991,244	860,603	1,011,720	1,140,594
Total Revenue	196,433	5,000	5,000	5,000
Local Cost	794,811	855,603	1,006,720	1,135,594
Budgeted Staffing		16.0		19.1
<u>Workload Indicators</u>				
Purchase orders	2,047	2,200	2,250	2,300
Request For Payments	55,547	55,000	59,158	62,000
Requisitions	4,407	4,500	4,625	4,700
Blanket Purchase Orders	2,230	1,600	2,373	2,000
Request For Proposals	152	160	160	200

Increase in appropriations is due to a Board approved mid-year increase establishing a new Contracts Unit that required additional staffing and related expenses.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### STAFFING CHANGES

None

##### PROGRAM CHANGES

None

##### OTHER CHANGES

None

#### IV. POLICY ITEMS

Purchasing is requesting the addition of two Buyer II positions. The first Buyer II's priority of work will include monitoring all the open purchase orders throughout the County, which have increased significantly from year to year, and assisting all county departments in ensuring they competitively bid all services and supplies. The second Buyer II will monitor the Procurement Card Program (Cal Card) to ensure all County departments are following the guidelines for the newly established program, and will also monitor the petty cash funds of all County departments.

#### V. FEE CHANGES

None

GROUP: Internal Services  
DEPARTMENT: Purchasing  
FUND: General AAA PUR

FUNCTION: General  
ACTIVITY: Finance

PURCHASING

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<b>Appropriations</b>								
Salaries and Benefits	934,122	874,244	224,910	-	1,099,154	-	1,099,154	99,232
Services and Supplies	226,151	127,978	47,146	-	175,124	-	175,124	16,150
Central Computer	10,454	12,439	2,487	-	14,926	-	14,926	-
Other Charges	2,694	3,930	-	-	3,930	(95)	3,835	-
Equipment	29,751	33,464	5,448	-	38,912	18,853	57,765	-
Total Exp Authority	1,203,172	1,052,055	279,991	-	1,332,046	18,758	1,350,804	115,382
Less: Reimbursements	(191,452)	(191,452)	-	-	(191,452)	(18,758)	(210,210)	-
Total Appropriation	1,011,720	860,603	279,991	-	1,140,594	-	1,140,594	115,382
<b>Revenue</b>								
Other Revenue	5,000	5,000	-	-	5,000	-	5,000	-
Total Revenue	5,000	5,000	-	-	5,000	-	5,000	-
Local Cost	1,006,720	855,603	279,991	-	1,135,594	-	1,135,594	115,382
Budgeted Staffing		16.0	3.1		19.1		19.1	2.0

Base Year Adjustments

Salaries and Benefits	31,910	MOU, Retirement increases, and 2% budget reduction.
	193,000	New contract unit of 3.0 Staff Analyst II and 0.1 Clerk III
	224,910	
Services and Supplies	3,146	Inflation. Risk Mgmt Liabilities. and EHAP.
	44,000	Contract unit supplies
	47,146	
Equipment	5,448	
Central Computer	2,487	
Total Base Year Appropriation	279,991	
Total Base Year Revenue	-	
Total Base Year Local Cost	279,991	

## Recommended Program Funded Adjustments

Other Charges	(95)	Net decrease in interest payments
Equipment	18,853	Increase is a result of a new department vehicle.
Reimbursements	<u>(18,758)</u>	Reimbursement from Printing, Mail, and Central Stores for new department vehicle.
	<u>-</u>	
Total Appropriations	<u>-</u>	
Total Revenues	<u>-</u>	
Local Cost	<u>-</u>	

## Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Staff Analyst II	1	1.00	Position needed for Contracts Support Unit	Workload	Ongoing
Staff Analyst II	1	1.00	Position needed for Contracts Support Unit	Workload	Ongoing
Staff Analyst II	1	1.00	Position needed for Contracts Support Unit	Workload	Ongoing
Clerk III	0	0.10	Position needed for Contracts Support Unit	Workload	Ongoing
Total:	3	3.10			

## POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
115,382	-	115,382	2.0	Two Buyer II positions for monitoring of open purchase orders, Procurement Card Program and county department's petty cash funds. Will also assist all county departments with the competitive bidding process.
115,382	-	115,382	2.0	<b>Totals</b>